

HOW TO INSERT HYPERLINKS IN A POWERPOINT.

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WHAT IS HYPERLINK

Hyperlink is a clickable link
text/images which allow y to jump to
another document.



STEP 1

Select the text or Images that
you want to use as a hyperlink.

STEP 2: INSERT HYPERLINKS

1. ON THE RIBBON GO TO THE INSERT TAB.
2. CLICK ON THE BUTTON WHICH IS SAYING HYPERLINK.

STEP 3: ENTER THE LINK

Step 3: In the Hyperlink enter the
link or the destination address.
You can link to webpage, a
different slide in your presentation,
an email address or a file on your
Computer.
For a slide in the same
presentation click place in the
document.

STEP 4 CLICK OK

AFTER ENTERING THE LINK ,
CLICK OK TO APPLY THE HYPERLINK. NOW YOUR TEXT
OR IMAGES WILL BE LINKED. WHEN YOU PRESENT THE THEN
YOU CAN SEE.

CONSISTENCY: MAINTAIN CLICKABLE ITEMS , SUCH AS UNDERLINED TEXT
COLORED BUTTONS, TO MAKE FEEL STANDARD TO THE AUDIENCE.
CLEAR LABELS: ENSURE THE TEXT OR IMAGES YOU'RE LINKING IS EXPRESSIVE.
USE SOMETHING LIKE CLICK HERE,, VISIT OUR WEBSITE OR GO TO SLIDE 5.

AVOID OVERUSE : WHILE HYPERLINKS CAN BE HELPFUL , EXCESSIVE USE OF
THE CAN BE DISTRACT THE AUDIENCE. SO MAKE A HYPERLINK WHICH IS
RELATED TO THE CONTENT.